Inside SAIS

This Issue

SAIS Data Reveals Dropout Rate May Be Lower than Reported!

Dropouts may not be as prevalent as may have been previously reported. In SAIS – Student Details reporting, Dropout is designated by a withdrawal transaction with a withdrawal activity code of "W5".

In FY 2004, LEAs submitted to SAIS – Student Details 7161 students with this designation. Of these 7161, 2774 (38.7%) subsequently had another membership in FY 2004!

Note that the above counts are derived directly from SAIS data. Our team realizes that dropout information and statistics are gathered and disseminated in other areas, reporting, and applications. The SAIS – Student Details team will be working with other ADE Business Units (including Research and Evaluation) to come up with a SAIS – Student Details report that will be available to users to disseminate this information. In this way, LEAs can use this information to determine if a change to the W5 dropout reason code would be more appropriate. Details to follow in future editions of *Inside SAIS*!

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Changes to SAIS Student Details Data for FY 2004

If an LEA decides to modify their student information in SAIS for fiscal year 2004, this is the process that must be followed:

1. An e-mail or letter on official letterhead from the Business Manager or Superintendent/Charter Holder should be sent to:

   Rachel Arroyo (rarroyo@ade.az.gov)
   ADE - School Finance
   1535 West Jefferson Street, Bin #13
   Phoenix, AZ 85007

This correspondence should contain the following:

- LEA Name
- LEA CTDS Number
- Date range for the extension
- Purpose of the extension – (description of what counts are inaccurate, and what areas are needing correcting (example: ELL Counts)
- Contact details of person at LEA

2. The LEA will be notified within 48 hours whether the extension is granted.

3. Once the LEA has completed their uploads, they need to send an e-mail to the School Finance Inbox (SchoolFinance@ade.az.gov) requesting updated reports or aggregation on their data. Again, full details specifying the LEA Name and CTDS number, along with reference to the Fiscal Year being requested, along with the exact areas needing updating must be included.

The above process is referred to as the 15-915 process, but note does not at this time require the LEA to take this before their governing board for approval.

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ESS – Director's Institute Scheduled

The ESS-sponsored Director's Institute is scheduled to take place from October 18, 2004 through October 21, 2004 at the Wigwam Resort. The activities include:

- Monday, October 18th – New Director Training
- Tuesday, October 19th – Law/Youth Empowerment Day and Vendor Reception
- Wednesday, October 20th – General Session Day 1

- Thursday, October 21st – General Session Day 2
  - o Submitting SPED Data through SAIS Student Details
  - o Past, Present, and Future of Annual SPED Data Collection

Please contact Miriam Podrazik, ESS CSPD Director (mpodraz@ade.az.gov) for more information.

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Exceptional Student Services (ESS) Update

In conjunction with the ADE School Finance Department, Exceptional Student Services is pleased to announce that "S" and "R" service codes are now identified for State funding (from FY 2005 onward).

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EAS Harcourt SELP FAQs Posted on the Portal

A document containing FAQs about the EAS – Harcourt (SELP) process has been posted to the ADE MIS Student Details portal. This document, as presented by Micky Gutier at the September 10, 2004 SAIS Student Details Open Forum meeting in Flagstaff, can be found under the SAIS Information section – SAIS Documents – EAS – Harcourt SELP FAQs document   http://portal.ade.az.gov/SAIS%20Information/default.aspx

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SPED – Integrity Document Update

The following SPED Integrity validations were recently added/updated in the Integrity Checking Processes document. These are existing rules. No code modification was made.

- -44351 SPED Need Categories ED, EDP and A that are concurrent for a student are not allowed.
- -44353   SPED Need Categories MIMR, MOMR and SMR that are concurrent for a student are not allowed.

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Support Programs - Guidelines:

Needs for this transaction:

- Quantitative (Math) Giftedness ....Giftedness
- Language Arts (Verbal) Giftedness.................... Giftedness
- Non-Verbal Reasoning Giftedness..................... Giftedness
- Eligible for reduced fee lunch ....Economic Disadvantage
- Eligible for free lunch...................Economic Disadvantage
- Homeless ....Economic Disadvantage
- Immigrant ....Economic Disadvantage
- Neglected....................................Economic Disadvantage
- Delinquent ....Behavioral Disadvantage
- Math ....Academic Disadvantage
- Language Arts (reading/writing) . Academic Disadvantage
- Science..Academic Disadvantage
- Refugee.......................................Economic Disadvantage
- Social Studies ....Academic Disadvantage
- Other Academic Services .... Academic Disadvantage
- No Need

Support Programs for this transaction:

- 21st Century program
- Gifted Program
- Homeless
- Johnson O'Malley Indian Education
- Migrant Academic Support (not captured in SAIS – will be captured in COEStar)
- Migrant Health, Eye and Dental Services (not captured in SAIS – will be captured in COEStar)
- Migrant Support Services – Non-academic (not captured in SAIS – will be captured in COEStar)
- Neglected or Delinquent Program Services
- School Improvement Supplemental Education Services
- Title I Mathematics
- Title I Other
- Title I Reading
- Title I Science
- Title I Social Studies
- Transportation/ Migrant (not captured in SAIS – will be captured in COEStar)
- Transportation/ School Choice

A few points of note:

- There are four (4) support programs that can exist without a Need:
  - o 21st Century
  - o Transportation/School Choice
  - o Gifted Program
  - o Johnson O'Malley Indian Education
    - - For these Support Programs in this scenario, the "NOND" (no need) should be used.

Your LEA may need approval to be able to submit data for certain needs; the following rules are in place:

- Any LEA that is active for 2005 can report students as:
  - o Homeless
  - o Gifted Program
  - o Johnson O'Malley Indian Education

- Most of the other support programs fall into the following groups. If a district or charter has an approved FY 05 project for a grant in that group, then the district or charter will be authorized/approved to report transactions for support programs in that group. Note that authorization/approval should be completed around mid-October.

  - o 21st Century
    - Support Programs:
      21st Century Program
    - Qualifying Grants:
      21st Century Community Learning Centers
      21st Century Community Learning Centers Renewal – Year 2
  - o Title I-A
    - Support Programs:
      Title I Mathematics
      Title I Other
      Title I Reading
      Title I Science
      Title I Social Studies
    - Qualifying Grants:
      Title I LEA
  - o Title I – C (not captured in SAIS – will be captured in COEStar)
    - Support Programs:
      Migrant Academic Support
      Migrant Health Eye and Dental Services
      Migrant Support Services-Nonacademic
      Transportation/Migrant
    - Qualifying Grants:
      Migrant Ed Basic Grant
  - o Title I – D
    - Support Programs:
      Neglected or Delinquent
    - Qualifying Grants:
      Title I Neglected & Delinquent
      Title I LEA – Neglected and Delinquent

- To report either of the following two Support Programs, the LEA must have some form of designation that the school is in Federal School Improvement, as specified below:

  - o 34-Transportation/School choice
    - School must be actively designated "in federal school improvement"
    - Must be in 1st year of designation or higher
  - o 27-School Improvement-Supplemental Education Services
    - School must be actively designated "in federal school improvement"
    - Must be in 2nd year of designation or higher

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Academic Achievement Division – contact lists

Contact list of Academic Achievement Division staff by program:

http://www.ade.az.gov/asd/contacts/aad_specialists.asp

Contact list of Academic Achievement Division staff by assigned Technical Assistance responsibilities:

http://www.ade.az.gov/asd/contacts/LEA_NCLB_Specialist_List.xls

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SAIS – Student Details Open Forum Meeting Scheduled for Phoenix

The SAIS - Student Details Team will be hosting the next Open Forum meeting in Phoenix, AZ on Friday, October 8, 2004.

* Please e-mail SaisVendorSupport@ade.az.gov to RSVP by October 6, 2004. Please provide the name, job title, and company or school/district the attendee represents. Thank You!

NEW PHOENIX MEETING LOCATION:

Central Ave. and Palm Lane Building
2005 N. Central Avenue
Phoenix, AZ 85004

NEW MEETING TIME (only for Oct. 8th in Phoenix – time subject to change):

9:30 am - Noon

These meetings will provide a forum for LEA, Vendor, RTC and other technical staff to meet and share information about SAIS - Student Details.

SAIS - Student Details staff will present and discuss various topics at the meetings, and will follow up with a question and answer period as well as individual discussion with those who have more specific items. An agenda will be posted on the portal approximately one week prior to the meeting.

As a follow up to the meeting, any information presented will

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Please take advantage of these helpful links:
SAIS on the Web at http://www.ade.az.gov/sais/
MIS Bulletin Board: http://portal.ade.az.gov/News/Lists/MIS%20Bulletin%20Board/MISBulletinBoard.aspx
SAIS-Related Issues: http://portal.ade.az.gov/SAIS%20Information/Lists/Issues/Issues%20%20most%20recent%20first.aspx
SAIS Codes Values are at http://www.ade.az.gov/Sais/codevalues/DataTransactionCodeValues.doc

be included in the following Inside SAIS. We plan to release an **Inside SAIS** soon after each meeting. We will also try to make sure that information that was presented in Phoenix meetings is disseminated at the meetings in Tucson and Flagstaff.

Please note that information regarding general business rule questions will not generally be addressed at these meetings, other than how the SAIS - Student Details software implements them. The meetings are likely to be of limited interest to business managers. Other ADE Business Unit representatives will be notified of the Phoenix meetings. If you would like to address business rule questions, please contact the appropriate representative (a list of contacts is available on the portal, on the "Information" area page).

Thank You.

Future meeting dates:

November 5, 2004 – Tucson

December 10, 2004 – Flagstaff

January 7, 2005 – Phoenix

February 11, 2005 – Tucson

March 11, 2005 – Flagstaff

April 8, 2005 – Phoenix

Unless noted, all meetings are currently planned to be held from 10:00am until Noon. Please check further updates as meeting times and length are subject to change.

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AGE VALIDATIONS FOR FUNDING PURPOSES

Grade/Age	Age Validation	Stipulations
PS – entry*	Must be within 90 days of their third birthday (ARS § 15-771 G) *NOTE:* **SPED Federal Funding** Student will only be included in the Dec 1 Federal Count if they have reached the age of 3 by Dec 1. (34 CFR § 300.701.)	• **Membership (ADM)** Must have an active SPED Program Service with one or more of HI, VI, PSD, PSL, and PMD at some point during the school year. • **Membership (ADM)** Student can be enrolled prior to 90 days before their 3rd birthday, but will not generate ADM funding until they are within 90 days of their third birthday. • **SPED** Can only be entered in a SPED program when the student reaches this age
PS – exit*	Must be less than 5 years old before Sept. 1st (ARS § 15-821 C/ARS § 15-771 G)	• Cannot be in PS if turns 5 years old before Sept. 1st
KG	Must be 5 years old by Jan. 1st (ARS § 15-821 C)	
UE	Must be 5 years old by Jan. 1st ADM funding stops the day student turns 22 years old (ARS § 15-821 C and ARS § 15-901 A 2. (b) (i))	• If student is KG age, they must have a Group B SPED service for each day of UE membership (A, EDP, HI, MD, MDSSI, MOMR, OI, PSD, SMR and VI)
1st through 12th Grade and US	Must be 6 years old by Jan. 1st ADM funding stops the day student turns 22 years old (ARS § 15-821 C)	

* Charter Schools cannot claim ADM or SPED for PS students
* Preschool students are not eligible for participation in Language Programs
* 'by' includes the designated date (eg. By Jan 1st includes Jan 1st)

Please send comments and suggestions to: insidesais@ade.az.gov
Back issues of **Inside SAIS** are available for reference on the ADE web site at http://www.ade.az.gov/sais/

File Header–
Reporting Unit Field

In FY 2005, a new field was added to the file submission header (SMS – Student Management System field). This is the 13th and last field. In FY 2004, the last field was the Reporting Unit field, which was optional and therefore often overlooked.

This field, which is located directly after the Fiscal Year field, provides additional functionality for those LEAs that have multiple areas or departments submitting files. Each of these submitting areas for the LEA then can have control over their own sequence number (per Reporting Unit).

In our internal file structure definition, a field delimiter is defined by a single comma at the end of a field. SAIS did not implement the comma at the end of the Reporting Unit field in FY 2004 to lessen the impact of such a change on the Vendors and Home grown systems that interact with SAIS Student Details. Because of the FY 2005 added SMS (Student Management System) field, which is the 13th and last field in the header, file submitters need to be aware of the optional Reporting Unit field as well. Below are some examples of FY 2004 and FY 2005 possible file headers (in SDF format).

(FY 2004 – Reporting Unit Field NOT used):
"H", "Student Detail","010203000",006,,,,,,,2004

(FY 2004 – Reporting Unit Field used):
"H", "Student Detail","010203000",006,,,,,,,2004,"unit 1"

(FY 2005 – Reporting Unit Field NOT used):
"H", "Student Detail","010203000",006,,,,,,,2005,,{20}

(FY 2005 – Reporting Unit Field used):
"H", "Student Detail","010203000",006,,,,,,,2005,"unit 1", {20}

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Midyear Track Changes–
Validations Overview

From FY 2005 onward, SAIS has implemented a procedure to report to SAIS Student Details a midyear track change for a student. Some key points:

- Mid year track change is to be accomplished via a withdrawal transaction (WK activity code) and a subsequent enrollment transaction (EK activity code).
- WK and EK activity codes cannot stand alone as a withdrawal or an enrollment. Their sole purpose is for mid year track changes.
- The track number designated in the EK transaction must be different from the track exited in the WK transaction.
- The last withdrawal activity code for a student at a school cannot be WK unless followed by an EK.
- No other enrollment activity code (other than an EK) can follow a WK.

- EK cannot be the first enrollment activity code for a student in a school in a fiscal year.
- A gap is allowed between WK and a subsequent EK. This is mainly because different tracks can have different calendars, school days in session, days off, etc.

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LEA Calendar
Post-Deadline Procedure

As of September 1, 2004, LEAs will be able to set up their calendar(s) at any time, but cannot activate them or edit changes once activated. ADE School Finance approval is needed if an LEA now needs to activate or edit an active calendar.

- Fill out the LEA Request for Calendar Change Form that is posted on the web at http://www.ade.az.gov/ schoolfinance/SAISSupport/Default.asp#LEAtop
- Then, please email the form and request to David Schuricht (dschuri@ade.az.gov) for processing. School Finance will then activate and/or edit the LEA calendar in the system based on the submitted change form information.

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FAQs

Q. *For how long will an FY 2004 Upload extension be granted by School Finance (if requested per noted guidelines)?*

A. School Finance will work with the LEA to give proper amounts of time to complete needed uploads based on the nature of the request. This will vary based on the need of the LEA.

Q. *How do we upload Summer School data to SAIS?*

A. SAIS does not collect Summer School Data.

Q. *How should we submit a grade promotion (Year End) if the student was held back at the end of the school year but subsequently was promoted after Summer School? Do we need to go back and request a 15-915 so we can retroactively change the student's Year End status?*

A. The original Year End status (in this case retained) should not be changed. SAIS does not collect Summer School information. In the next fiscal year, please enroll the student in whatever their proper grade is as normal.

Q. *What will happen if a PS student is retained? Would they be considered over age for PS?*

A. The student would not be eligible to receive ADM funding, per statute (ARS § 15-821 C/ARS § 15-771 G), if they turn 5 years old before September 1st of the current fiscal year and are enrolled with a grade of PS.

Q. *If support programs (Title 1) transactions are rejected by*

SAIS, do we need to resubmit once all of the approvals/grants/indicators processes are completed?

A. Yes.

Q. *What reports will be available for Support Programs (transaction 015) information?*

A. The SUPP71 report provides this information. Please be advised that this report is currently undergoing enhancements.

Q. *Are charter schools eligible to apply for/administer Johnson O'Malley Indian Education funds?*

A. Yes, as long as they qualify (e.g. instruct Native American students).

Q. *What is the future of the Ungraded Elementary (UE) and Ungraded Secondary (US) designations?*

A. ADE is in the process of determining the future of these two grade codes. No specific decisions have been made at this time. These grade designations do not currently fit into various non-SAIS areas (e.g. NCLB and AYP). Regardless of decision, UE should always be available in some form to KG students with Group-B SPED participation.

Q. *Does Free and Reduced Lunch data have to be submitted to SAIS if the eligible student does not participate in the program?*

A. Yes. All students who are eligible for Free or Reduced Lunch must be submitted to SAIS Student Details even if not participating in the program.

Q. *What are the validations for a mid year track change if the track change involves more than one grade?*

A. The grade transfer transaction is used for this purpose. The mid year track change procedure (WK / EK) is not used to change grades.

Q. *Is there an "Emergency Immigrant" Need and corresponding Support Program?*

A. No. There is an Immigrant Need categorized in the Economic Disadvantage need group, but it isn't qualified as emergency and there is no support program specific to immigrants.

Q. *Why do we see all of our students flagged as Foreign Exchange on the 71 reports?*

A. There were code changes for this fiscal year to various components that involved foreign exchange. Reports modifications to handle this issue and to make enhancements are currently in business analysis and development. We will keep you updated as to reports modifications progress.

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SAIS Appreciation Awards

The SAIS Appreciation Award Certificates are presented by ADE to recognize exceptional LEA and Vendor staff for efforts in working with SAIS – Student Details. Nominations may come from RTC's, Support Center, internal ADE Business Areas, or anyone who interacts with – Student Details. Also, feel free to send your own good news to:

InsideSAIS@ade.az.gov

Congratulations to the following who recently received a SAIS Appreciation Award!

Leola Thompson – Ganado Unified School District

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Inside SAIS & Open Forum Feedback

We encourage any comments, requests for information, and suggestions for *Inside SAIS* and SAIS – Student Details Open Forum Meeting content. Please remit to either of the following e-mail addresses.

InsideSAIS@ade.az.gov

SaisVendorSupport@ade.az.gov